

**FINANCE AND ADMINISTRATION
GENERAL ACCOUNTING
STANDARD OPERATING PROCEDURE**

PROCEDURE: MISCELLANEOUS INVOICING

07/24/07	07/24/07
Effective Date	Revised Date

PURPOSE:

Programs/Departments throughout NCI Frederick (i.e. Natural Resources, Antigen, Quantitative Molecular, etc.) will ship products to customers requiring payment. An invoice must be generated requesting payment. This will be done using the invoice form in Adobe.

Programs areas will be responsible for preparing the invoice. When complete, the invoice will be sent to the Accounting Department to send to the vendor and account for payments that are received.

Detailed procedures for performing this activity follow this cover page.

Authority & Responsibility:

Kathy Hoffman, Controller, has overall authority and responsibility for the coordination and day-to-day operations of the department.

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The program areas will receive notification from vendors requesting shipments of products. These shipments must be invoiced to the vendors for payment. The program areas will be responsible for creating the invoice and sending it to the Accounting Department to process and maintain. The Accounting Department will send the invoices to the vendors for payment. A database will be maintained in the Accounting Department keeping track of all invoices and payments received.

Preparing the Invoice

1. The invoice template can be located at
<http://home.ncifcrf.gov/saic/bpdocs/billing.htm>
2. Enter all applicable information as indicated below.
 - a. Invoice No: Enter the next sequential number for your program area. All program areas will be responsible for assigning their own invoice number. To avoid duplicate invoice numbers it is requested that the program area enter their department/program code prior to the invoice number (i.e. AVP1234)
 - i. The department/program codes will be as follows:
 1. Antigen – ANT####
 2. HUVEC – HVC####
 3. NSABP – NBP####
 4. PCPT – PCPT####
 5. RAS – RAS####
 6. SELECT – SLCT####
 7. Quantitative Molecular – QMD####
 8. Others: Contact the Accounting Department to determine.
 - b. Invoice Date: Enter the date the invoice has been prepared.
 - c. Page: Enter “1”, unless the invoice is on multiple pages.
 - d. Sold To: Enter the vendors Name and complete address.
 - e. Ship To: Enter the address to where the items were shipped.
 - f. Center Number: Enter the programs center number to be charged.
 - g. Customer PO: Enter the Purchase Order number for the shipment if applicable.
 - h. Payment Terms: This is a fixed field. It will always be Net 30 Days.
 - i. Due Date: Should be 30 days from the invoice date.
 - j. Technical Contact: Enter the name the vendor should contact if there are questions.

- k. Telephone: Enter the telephone number of the Technical Contact.
 - l. Ship Via: Enter the shipping method used (i.e. FedEx, UPS, Courier, etc.)
 - m. Ship Date: Enter the date the products were shipped.
 - n. Quantity:
 - o. Description: Enter the description of the item(s) sold.
 - p. Unit Price: Enter the cost of each item.
 - q. Extension: This is a calculated field. This will record the total for each line. Tab to enter multiple lines.
 - r. Subtotal: This is a calculated field. It will total the amount in the Extension column.
 - s. Freight: Enter an amount for freight/shipping costs. If there were no costs, enter zero.
 - t. Total Amount: This is a calculated field. This will add the subtotal and freight charges together.
 - u. If additional information should be included on the invoice please click on the description box to enter the information. Be sure to leave a line between the items sold and the information you are including.
- 3. Once the invoice is complete, print the invoice by clicking on the “Print Form” located at the top of the template.
 - 4. Send a copy to the Accounting Department to record. Any documentation that must be included with the invoice should be sent to the Accounting Department along with the invoice.
 - 5. If another invoice is to be prepared click on the “Clear Form” button located at the top of the template and repeat the process above. Otherwise, close the template.

Maintaining Invoices

- 1. All invoices and payments will be received in the Accounting Department to maintain.
- 2. Monthly the Accounting Department will prepare reports to the program areas recording all invoices and payments received for the department.
- 3. An aging report will be attached to the reports.
- 4. Outstanding invoices (over 60 days old), will be put into the collection process. Accounting will make a request for payment to the vendor via email, mail, or fax. The program will be copied on this request and no further shipments should be made until the outstanding invoice(s) are paid.